

## QUICK REFERENCE GUIDES GPR

| Title                            | Description                      | Document                |
|----------------------------------|----------------------------------|-------------------------|
| Initial Login to the GPR and     | How to login to the Georgia      | <u>Current Document</u> |
| Password Reset                   | Procurement Registry for the     |                         |
|                                  | first time and how to reset the  |                         |
|                                  | password.                        |                         |
| Cancel/Inactivate a Paper Bid in | How to cancel a paper bid in the | <u>Current document</u> |
| the GPR                          | GPR                              |                         |
| Change the End Date for a        | How to change the end date for   | <u>Current Document</u> |
| Paper Bid in the GPR             | a paper bid in the GPR           |                         |
| Post a Paper Bid in the GPR      | How to post a paper bid in the   | <u>Current Document</u> |
|                                  | GPR                              |                         |
| Upload Attachments in the GPR    | How to upload bid attachments    | <u>Current Document</u> |
|                                  | in the GPR                       |                         |
| Add a User in the GPR            | How to add a user to the         | <u>Current Document</u> |
|                                  | Georgia Procurement Registry     |                         |
| Edit a User in the GPR           | How to edit an existing user in  | <u>Current Document</u> |
|                                  | the Georgia Procurement          |                         |
|                                  | Registry                         |                         |
| Deactivate User in the GPR       | How to deactivate an existing    | <u>Current Document</u> |
|                                  | supplier or user in the Georgia  |                         |
|                                  | Procurement Registry             |                         |
| Reactivate User in the GPR       | How to reactivate an existing    | <u>Current Document</u> |
|                                  | supplier or use in the Georgia   |                         |
|                                  | Procurement Registry             |                         |